

Personnel Issues & You



UPPS Newsletter 2003-01

January 1, 2003

*Personnel Cabinet
5th Floor, 200 Fair Oaks Lane
Frankfort, Kentucky 40601*

*Secretary
Carol M. Palmore
Suite 516, 502-564-7430
Fax 502-564-7603*

*Julie True, Commissioner
Department for
Employee Relations
Suite 511, 502-564-7911
Fax 502-564-4311*

*Herb Sheeting, Commissioner
Department for
Personnel Administration
Suite 530, 502-564-2428
Fax 502-564-5826*

*Personnel Cabinet Web Site
<http://personnel.ky.gov/>*

Interim Employees

The Personnel Cabinet has recently learned that some agencies are keeping their Interim employees on the payroll longer than the allowable period specified in 101 KAR 3:050 (1) (2) for interim employment, i.e., less than 9 months during a twelve (12) month period.

Keeping Interims past the allowable time limit is in contravention of the regulations and agencies are hereby apprised that should the Personnel Cabinet learn that an Interim employee is being used in contravention of the regulations, the Cabinet shall take the steps necessary to decertify the employee from the payroll close of business on the date of the learned violation. The agency personnel manager shall be notified of the termination of employment and asked to prepare the appropriate paperwork to effect the termination.

Local Tax Change – Clinton County

Effective December 1, 2002, Clinton County (05-73) repealed their local tax.

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Payroll Classes

If you would like to attend a Beginners Payroll Class, please contact Donna Parker 502-564-6883 ext 2515 or <mailto:DonnaJ.parker@mail.state.ky.us>. These classes will start the latter part of February and will be filled on a first come first served basis. Later this year, Donna will offer a more advanced class on Manual Pay adjustments. Watch future newsletters for this class schedule.

2002 W-2 Tax Forms Correction

The IRS has informed us that the W-2 forms were printed with an omission on the "Earned Income Credit (EIC)" notice on the back of copy B. The earned income limitations shown on the back of copy B are incomplete. The second paragraph of the notice should read as follows:

" You may be able to take the EIC for 2002 if (a) you do not have a qualifying child and you earned less than \$11,060 (\$12,060 if married filing jointly), (b) you have one qualifying child and you earned less than \$29,201 (\$30,201 if married filing jointly), or (c) you have more than one qualifying child and you earned less than \$33,178 (\$34,178 if married filing jointly). You and any qualifying children must have valid social security numbers (SSNs) "

The omitted text appears underlined and in red. The IRS has indicated that the forms will not be reprinted. Please ensure that all affected employees be notified.

Spectera Utility Changes

We have been advised by Spectera, Inc. that Utility #1243 is being cancelled. All employees who currently have Utility #1243 will be changed to Utility #1249. In all but one case, the rates are lower:

	<u>Utility #1243</u>	<u>Utility #1249</u>
Employee Only	\$8.90	\$6.92
Employee + Spouse	\$15.40	\$13.75
Employee + Children	\$16.10	\$14.43
Employee + Family	\$20.50	\$20.58

The coverage for the employees who were under #1243 will not change. According to Spectera, the old plan (#1243) was a higher rate and less out-of-network service. We will be making the change effective with the Dec. 16 through Dec. 31 pay period, pay date January 15, 2003.

Annual Employee Performance Evaluation

The 2002 performance evaluations must be completed no later than January 30, 2003 for all full-time merit employees who (a) held status as of January 1 of the performance year and (b) have remained in continuous merit status throughout the performance year. It is important that payroll officers work closely with the agency evaluation liaisons when taking necessary payroll actions to credit leave earned as a result of the evaluation process. In order to allow adequate time for agencies to enter the information in the on-line monitoring system as well as to allow for the employees' right to the appeal process, any evaluation leave award earned will be reflected on the employee's April 30 pay stub.

Please note that if an employee earns annual leave, but exits (retires, resigns, etc.) state government prior to April 30th the regulations do not provide a means of awarding the annual leave.

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<u>Issue</u>	<u>Date</u>	<u>Subject</u>
02-01	January 1	<ul style="list-style-type: none"> • Payroll and Document Direct Classes Now Available • Monthly Payroll Schedules for 2002 • 2001 Newsletter Index
02-02	February 1	<ul style="list-style-type: none"> • Local Tax Updates • Commonwealth Choice • Update on the Employee Self Service System • Salaries for Re-entrance to State Employment • Health Insurance Grievance Committee • EFT Creation and Run Dates • Dependent Day Care Change in Status Form • Healthcare Spending Account Change in Status Form
02-03	March 1	<ul style="list-style-type: none"> • Returning Retirees Authorization Form • Payroll Requests Must be in Writing • Revised Direct Deposit Form • Welcome to Our Web Site • Annual Leave Award FAQs • Local Tax Updates • February Payroll Council Meeting • Commonwealth Communiqué Delivery Schedule
02-04	April 1	<ul style="list-style-type: none"> • Payroll Schedule Revised • Empower Program Being Tested • New Nature of Action Codes • Welcome to Our Web Site – Regulations • March Payroll Council Meeting • Payroll Schedule - December
02-05	May 1	<ul style="list-style-type: none"> • Verification of Credentials • Performance Evaluation Annual Leave Awards • April Payroll Council Meeting • Welcome to Our Web Site – K.E.A.P. • Update on Payroll Reports Available • Classification and Compensation Assignments
02-06	June 1	<ul style="list-style-type: none"> • “Special” Open Enrollment Period • Incompatible Nature of Action Codes • May Payroll Council Meeting • Picture I.D. Required for Testing • Welcome to Our Web Site – Personnel Processing Manual • Notification of Valid Picture ID Requirement Form
02-07	July 1	<ul style="list-style-type: none"> • Zero Percent Local Tax Codes • Class & Comp Personnel Changes • New Web Site Address and Look • House Bill 846 • Tax Code Change • Timesheet Dilemma

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| 02-08 | August 1 | <ul style="list-style-type: none"> • Locked Out of PTL? • New Salary Schedule Available • Local Tax Update • OPEHI Announces Plan Year 2003 Coordinator Training • Benefit Fair Locations Announced • July 1, 2002 Salary Schedule |
| 02-09 | September 1 | <ul style="list-style-type: none"> • OPEHI – Open Enrollment News • Distribution Schedule • OPEHI Forms Update • Benefit Fair Schedule Revision • Health Insurance Application Revision • State Employee Contribution • COBRA – Aetna US Healthcare • Contiguous County Legislation |
| 02-10 | October 1 | <ul style="list-style-type: none"> • Early Release of New Employee Paychecks • Block 50 Ineligible List • Separation From Initial Probation • Number 2 Screen in Payroll CICS • September Payroll Council Meeting • Open Enrollment • Classes and Agencies Not Eligible for Block 50 Payments |
| 02-11 | November 1 | <ul style="list-style-type: none"> • Special Investigative Leave • Request for Refund on Payroll • W-2 Training • W-2 Schedule • KECC Payroll Deductions • Employee Addresses on UPPS |
| 02-12 | December 1 | <ul style="list-style-type: none"> • New Dental Rates for 2003 • Entering KECC Employee Contributions • Deferred Comp Calculations • Retention of Applications and Supporting Information |